

APPENDIX A TO PART 260—REQUEST FOR USE OF FEDERAL-AID HIGHWAY FUNDS FOR  
EDUCATION OR TRAINING (FORM FHWA-1422)

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL HIGHWAY ADMINISTRATION  <b>REQUEST FOR USE OF FEDERAL-AID HIGHWAY          FUNDS FOR EDUCATION OR TRAINING</b> <i>(NATIONAL HIGHWAY INSTITUTE)</i>		1. STATE	
		2. DATE OF REQUEST	
		3. PROJECT NO.	
4. NAME OF AGENCY SPONSORING COURSE		5. CO-SPONSOR <i>(If any)</i>	
6. COURSE TITLE		7. DATE OF PROGRAM	
		7A. BEGINNING	7B. ENDING
		8. ESTIMATED ATTENDANCE	
9. PURPOSE AND EDUCATIONAL OBJECTIVES OF THE PROGRAM <i>(Be as Specific as Possible)</i>			
10. PROPOSED COURSE OUTLINE <i>(Attach a copy of the course outline including a list of the subjects to be presented, the sequence of their presentation, the proposed speakers and the amount of time allotted to each subject. Also include the source material upon which the course is based, and the text books and collateral references to be used.)</i>			
11. PROPOSED COURSE SCHEDULE. <i>(Provide information on the length of the course, including number of days, days of the week, and hours per day.)</i>			
12. TOTAL HOURS OF INSTRUCTION			
13. CRITERIA FOR ELIGIBILITY OF PARTICIPANTS <i>(Including organizational affiliation)</i>			
14. WHERE WILL COURSE BE HELD?			
15. IS THIS PROGRAM A REPEAT OF A COURSE PREVIOUSLY GIVEN? <i>(If yes fill-in 15A.)</i>		15A. WHEN WAS IT LAST HELD?	
<input type="checkbox"/> YES <input type="checkbox"/> NO			
16. IS THIS PROGRAM RECURRING? <i>(If yes fill-in 16A.)</i>		16A. GIVE FREQUENCY	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER	
		<input type="checkbox"/> OTHER <i>(Specify)</i> _____	
17. NAME AND TITLE OF TECHNICAL DIRECTOR <i>(Responsible for technical content.)</i>			
18. NAME AND TITLE OF COORDINATOR <i>(Responsible for arrangements)</i>			

Form FHWA-1422  
(Rev. 6-76)

PREVIOUS EDITIONS WILL NOT BE USED

EXPENDITURES	
19 ITEMS	AMOUNT
A. TEXT BOOKS	\$
B. NOTEBOOKS AND SUPPLIES	\$
C. PRINTING	\$
D. COMMUNICATIONS	\$
E. SECRETARIAL	\$
F. AUDIO-VISUAL	\$
G. PHOTOGRAPHS	\$
H. BUSES	\$
I. MEETING ROOM RENTAL	\$
J. COSTS OF SPONSORING AGENCY'S STAFF TIME SPENT IN PREPARATION AND CONDUCT OF COURSE	\$
K. COSTS OF CO-SPONSOR'S STAFF TIME SPENT IN PREPARATION AND CONDUCT OF COURSE	\$
L. HONORARIA PAID TO OUTSIDE INSTRUCTOR	\$
M. INCIDENTALS	\$
N. OTHER ITEMS <i>(Specify)</i>	\$
<b>TOTAL ESTIMATED COSTS</b> <i>(Excluding travel, subsistence and salaries of attendees)</i>	\$
20. COST PER ATTENDEE	\$
21. AMOUNT TO BE PAID OUT OF ½% FEDERAL-AID FUNDS	\$
22. REMARKS	
23. APPROVAL	
REQUEST INITIATED BY <i>(State Representative, Name and Title)</i>	DATE
APPROVED <i>(Division Administrator, Federal Highway Administration)</i>	DATE